

# Training Requirements and Needs Assessment Target Audience Descriptions for Required Training

## (Risk Job/Hazard Training Needs Assessment Tool)

To locate information about a specific course quickly, use your browser's "Find" function.  
For PC's, press **CTRL-F**, then enter a keyword from the course title or the course number.

Last update March 5, 2008  
by [M. Manning](#).

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### [JTA Listing with Required Course Data](#)

#### [Printable version of Target Audience table](#)

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## Requirements and Needs Assessment

### Site Access

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Contractor/Vendor Orientation (HP-Q-006) (12 months)  Driver(s): DOE O 440.1 29 CFR 1910.38(a)(b) 29 CFR 1910.145 29 CFR 1910.165	This course (CVO) is required for construction and trade contractors, sub-contractors, consultants or vendors who perform work or provide a service to the Laboratory. (Needed for individuals who will be on site for more than three days and who need unescorted access.) For administrative contractors/drivers, the	Course schedule available <a href="#">here</a> .

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	Guests Site Orientation web course may be taken instead, but aCVO instructor signature will be needed to renew badge application. Once the web course is completed, this signature can be obtained from the Training Office in Bldg. 400.	
Guest Site Orientation (TQ-GSO) (Initial Train)  Driver(s): DOE O 440.1 29 CFR 1910.38(a)(b) 29 CFR 1910.145 29 CFR 1910.165	This course (GSO) is required for guests and users who perform work at the Laboratory. (Needed for individuals who will be on site for more than three days and who need unescorted access.)	Web course available <a href="#">here</a> .
General Employee Training (HP-V-001) (Initial Train)  Driver(s): DOE O 440.1 29 CFR 1910.38(a)(b) 29 CFR 1910.145 29 CFR 1910.165	This course (GET) is required for all BNL permanent employees. Required before you can work unescorted in a lab or factory area.	Course schedule available <a href="#">here</a> .
Security Program and Responsibilities for New Employees (GE-CIA) (Initial Train)  Driver(s): DOE O 5670.3	Required for all permanent employees. This course will enable participants to recognize and properly respond to situations that may involve espionage, sabotage, <sup>7</sup> and other intelligence activities conducted for or on behalf of foreign powers, organizations, or persons.	Web course available <a href="#">here</a> .
Cyber Security (GE-CYBERSEC) (Initial Train)  Driver(s): DOE Notice 205.1	Required for all BNL employees, visitors, guests, and contractors who are given access to the BNL network or computing resources.	Web course available <a href="#">here</a> .
Emergency Planning and Response (GE-EMERGPLAN) (Initial Train)  Driver(s): 29 CFR 1910.38(a)	Required for all BNL employees. (Contractors receive in CVO training and Guests receive in GSO.)	Web course available <a href="#">here</a> or approved departmental equivalent course can be provided.
Environmental Protection Training (GE-ENV-GET) (Initial Train)  Driver(s): BMP	Required for all BNL employees. For guests and contractor staff, environmental training is administered in CVO and GSO. Job-specific environmental training is required for those who have the potential to cause significant impact to the environment because of their work activities.	Web course available <a href="#">here</a> .
Protecting Personally Identifiable Information (TQ-PROTECTID) (Initial Train)	Required for all BNL employees.	Web course available <a href="#">here</a> .

## Research

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Research With Integrity (TQ-SCI-ETHICS)	Required for all BNL employee scientific and research associate staff.	Web course available <a href="#">here</a> .
<a href="#">GE-03 - Research Position</a>		

## Radiological

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Benchtop/Dispersibles (HP-RWT-500) (24 months)  Driver(s): 10 CFR 835	Required for employees who work with dispersible radioactive material in a laboratory bench top setting.  Prerequisite: Radiological Worker I is prerequisite.  Note: The biannual refresher for this course is a practical evaluation conducted in the workplace	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
<a href="#">GE-66 - Benchtop Dispersible-Qualified</a>		
Contamination/Airborne course and practical (HP-RWT-300/A) (24 months)  Driver(s): 10 CFR 835	Required for employees who need unescorted access to Contamination, High Contamination and/or Airborne Radioactivity Areas. Radiological Worker I is prerequisite. May also require respirator training. Note: The "practical" is a separate session and must be taken in order for the trainee to receive qualification.	Course schedule available <a href="#">here</a> .
<a href="#">GE-61B - Whole Body Count Qualified</a> <a href="#">GE-64 - Contamination/Airborne Qualified</a>		
Criticality Safety Indoctrination by BNL Criticality Safety Officer (NE-CRITICAL) (12 months)	Required for anyone who may potentially handle fissile or fissionable materials. Required for Waste Management operations personnel and technicians.	Available upon request. To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
<a href="#">GE-65 - Criticality Training Qualified</a>		
General Employee Radiation Training (TQ-GERT or HP-RWT001) (24 months)  Driver(s): 10 CFR 835	Required for employees who need unescorted access to Controlled Areas. For those who will receive less than 100mrem/year.	Web course available <a href="#">here</a>
<a href="#">GE-61A - GERT-Qualified</a>		
Material Control Accountability Training (SE-MCA1) (24 months)	Required for personnel who use or control accountable nuclear materials, which include special nuclear material, source material and other materials.	To schedule training, contact ext. 5241.
<a href="#">GE-65A - Material Control and Accountability Qualified</a>		
Price-Anderson Amendments Act Training (TQ-PAAA) (Initial Train)  Driver(s): 10 CFR 835	Recommended for personnel involved in assessment, reporting and evaluating deficiencies such as noncompliances occurrence reports and audit findings. Required	Web course available <a href="#">here</a>

	for Quality Reps.	
Rad Buffer Area Access Training (HP-RWT002A) (24 months)  Driver(s): 10 CFR 835	This is a practical training exercise add-on for radiological workers who require unescorted access to Rad Buffer Areas. Radiological Worker I is prerequisite.	To schedule the training, which can be performed in your work area, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
<b>GE-64A - Rad Buffer Area Access Qualified</b>		
Radioactive Waste Generator (HP-RADIGEN) (24 months)  Driver(s): 10 CFR 835	Required for employees who work with or dispose of radioactive waste.	Web course available <a href="#">here</a> .
<b>GE-67 - Radioactive Waste Generator GE-67A - Radioactive Waste Generators - GERT Qualified</b>		
Radiological Control Technician Courses  See <a href="#">BTMS Course List</a>		For more information, contact <a href="#">G. Rawn</a> at ext. 7095.
Radiological Worker I (TQ-RW1-PART1, TQ-RW1-PART2 or HP-RWT002) (24 months)  Driver(s): 10 CFR 835	Required for employees who need unescorted access to Radiological Buffer Areas, Radioactive Material Areas and Radiation Areas or who use radioactive materials. Note: Course is available as a two-part web/classroom session. You must complete the part 1 web course before you can attend the part 2 classroom session. Full 7-hour classroom course is available monthly. Once initial training is completed a challenge exam is available for requalification.  (Note: Material now includes information required for access to High Radiation Areas that was formerly included in HP-RWT-400.)	Web course available <a href="#">here</a> for TQ-RW1-PART1.  Course schedule available <a href="#">here</a> for TQ-RW1-PART2 and RWT002.
<b>GE-61 - RadWorker I-Qualified</b>		
Sealed Rad Source Control for Source Custodians (HP-RWT-600) (24 months)  Driver(s): 10 CFR 835	Required for personnel who have radioactive sealed sources assigned to them. Radiological Worker I is prerequisite.	Web course available <a href="#">here</a> .
<b>GE-76 - Source Custodian</b>		
Radiation-Generating Device (RGD) (TQ-RGD) (24 months)  Driver(s): 10 CFR 835	Training is required for all RGD Department Custodians, and for those who train RGD users. It is recommended for all RGD users.	Web course available <a href="#">here</a> .

## Chemicals/Hazardous Materials

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Asbestos Awareness (EP-AS004) (12 months)	Courses required for Plant Engineering asbestos workers. Restricted Handler Allied Trades may also be required for Air	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .

Operations and Maintenance (EP-AS005) (12 months)	Sampling Technicians.	
Restricted Handler Allied Trades (EP-AS006) (12 months)	Required for all workers who might come in contact with materials containing asbestos, such as during building construction, renovation, and demolition operations; general industrial activities, such as working with automotive or heating-system components; and any experimental work with the potential for exposure.	
Asbestos Worker Handler 40-hour (EP-AS007) (12 months)		
Driver(s): 40 CFR 61.145 29 CFR 1926.1101		
<a href="#">GE-04E - Asbestos Medical Surveillance II Qualified</a>		
Beryllium Use at BNL (TQ-BERYLLIUM1) (initial train)	Recommended for all who work with beryllium and beryllium articles.	Web course available <a href="#">here</a> .
Driver(s): 10 CFR 850	Required for all who work with beryllium particularly in a non-laboratory setting.	
<a href="#">GE-70H - Beryllium Use Qualified</a>		
Cadmium Training for HazCom Operations (TQ-CADMIUM) (initial train)	Required for all who work with cadmium.	Web course available <a href="#">here</a> .
Driver(s): 29 CFR 1910 Subpart Z		
<a href="#">GE-70I - Cadmium Qualified</a>		
Chemical Protective Clothing User Training (HP-OSH-157) (initial train)	Recommended for all who are required to wear chemical protective clothing on the job.	Web course available <a href="#">here</a> .
Driver(s): 29 CFR 1910 Subpart Z		
<a href="#">GE-70E - Chemical Protective Clothing User</a>		
Chlorine Safety (HP-IND-121) (12 months)	Required for employees who work with chlorine products and/or in chlorine areas.	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
Driver(s): 29 CFR 1910.119		
<a href="#">GE-70J - Chlorine Safety Qualified</a>		
Cryogen Safety (HP-OSH-025) (Initial Train)	Required for anyone who handles, stores, or transports cryogens.	Web course available <a href="#">here</a> .
Driver(s): 29 CFR 1910 Subpart Z		
<a href="#">GE-58 Cryogen-Qualified Worker</a>		
Hazard Communication (HP-IND-200) (24 months)	Required for personnel who handle or work near chemicals, such as solvents, oil, solder, paint, epoxy, gases (exceeds normal consumer exposure) and where exposure may occur under normal conditions or in a foreseeable emergency.	Web course available <a href="#">here</a> .
Driver(s): 29 CFR 1910 Subpart Z		
<a href="#">GE-70A - Hazard Communication-Qualified</a>		
Hazardous Waste Generator (HP-RCRIGEN3) (12 months)	Required for anyone generating any quantity of hazardous waste--or any chemical that could cause harm to human health or the environment. Examples include solvents; oil w/metal shavings; oil	Web course available <a href="#">here</a> .
Driver(s): 40 CFR 262.11 6 NYCRR Part 371		

	mixed with solvents; strong bases; ignitable, flammable and toxic materials; dangerous metals (lead, mercury, zinc cadmium); carcinogens; irritants; and corrosives.	
<a href="#">GE-71 - Haz Waste Generator - Non-lab Worker</a> <a href="#">GE-71B - Haz Waste Generator - Lab Worker</a>		
HAZWOPER - 40 Hour (HP-EP-030) (12 months)  Driver(s): 29 CFR 1910.120(e)	Required for employees involved in investigation or clean-up operations at a hazardous waste site and for Waste Management Employees, except as noted in GE-HWM-HW24. After initial 40-hour course a yearly 8-hour refresher course is required (HP-EP-035).	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> or call ext. 5851.
<a href="#">GE-71F - HAZWOPER Work Qualified</a> <a href="#">GE-71E - HAZWOPER 40-hour Trained</a> <a href="#">GE-71H - HAZWOPER Med Surveillance Qualified</a>		
HAZWOPER for Supervisors-8 Hour (HP-EP-040) (Initial Train)  Driver(s): 29 CFR 1910.120(e)	Required for supervisors who oversee employees who are involved in investigation or clean-up operations at a hazardous waste site, or hazardous waste operations. HAZWOPER 40-hour (HP-EP-030) or HAZWOPER 24-hour (GE-HWM-HW24) is prerequisite for this course.	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> or call ext. 5851.
<a href="#">GE-71G - HAZWOPER Supervisor Qualified</a> <a href="#">GE-71H - HAZWOPER Med Surveillance Qualified</a>		
Laboratory Standard (HP-IND-220) (24 months)  Driver(s): 29 CFR 1910.1450	Required for personnel who work with chemicals in a laboratory setting.	Web course available <a href="#">here</a> .
<a href="#">GE-70 - Laboratory Standard-Qualified Worker</a>		
Lead in the Workplace (TQ-LEAD1 or TQ-LEAD1-ANNUAL) (Initial Train or 12 months)  Yearly re-qualification is needed for individuals whose exposure exceeds the action levels. Contact your ESH Coordinator to aid in this determination and exposure levels.  Driver(s): 29 CFR 1910.1025 29 CFR 1926.02	Required for those will be those who work with metallic lead, all inorganic lead compounds and organic lead soaps, paints and coatings, and radiation shielding materials. Some large soldering operations such as those done with propane torches may have the potential for exposure and therefore require this training, as well. Contact your ESH Coordinator to aid in this determination.	Web course available <a href="#">here</a> .
<a href="#">GE-85 - Lead Use Trained - Awareness Level - Initial Train</a> <a href="#">GE-85A - Lead Use Trained - Exposure - Action Level - 12 - Month Re-qualification</a> <a href="#">GE-85B - Lead Medical Surveillance Baseline</a> <a href="#">GE-85C - Lead OSHA Medical Surveillance</a>		
Methylene Chloride Training for HazCom Operations (TQ-MCAT) (12 months)  Driver(s): 29 CFR 1910.1052 29 CFR 1926.1152	Required for all who work with Methylene Chloride.	Web course available <a href="#">here</a> .
<a href="#">GE-70G - Methylene Chloride Qualified</a>		
RCRA 90-Day Area Managers	Required for 90-Day Area Managers,	To request, contact

(HP-90DAY) (12 months)  Driver(s): 40 CFR 262.11 6 NYCRR Part 371	Waste Management Division Technicians, and Waste Management Representatives	<a href="mailto:training@bnl.gov">training@bnl.gov</a>
<a href="#">GE-01 - 90-Day Area Coordinator</a>		
Transportation of Hazardous Material General Awareness (TQ-HAZMAT-A) (36 months)  Hazmat Transportation Security Awareness Training (TQ-HMT-SECURITY) (36 months)  Driver(s): 29 CFR 172.101 29 CFR 173.6	Required for any DOT Hazmat Employee  The DOT defines a "Hazmat Employee" as a person, who in the course of employment directly affects hazardous materials transportation safety. This includes: <ul style="list-style-type: none"> <li>• Loading, unloading, or handling hazardous materials</li> <li>• Manufacturing, testing, reconditioning, repairing, modifying, marking, or otherwise representing containers, drums, or packaging as qualified for use in transporting hazmats</li> <li>• Preparing hazmats for transportation; is responsible for safety of transporting hazmats</li> <li>• Operating a vehicle used to transport hazardous materials</li> </ul> Any employee who loads, unloads, or handles hazardous materials is a Hazmat Employee if that hazmat will be shipped off-site.	Web course available <a href="#">here</a> .
<a href="#">GE-70D - Haz Mat Transport - DOT HazMat Employee</a>		
Transportation of Hazardous Material General Awareness (TQ-HAZMAT-B) (Initial train only)  Driver(s): 29 CFR 172.101 29 CFR 173.6	Required for individuals involved in HazMat Transportation, but are not DOT HazMat Employees. (See definition above.)	Web course available <a href="#">here</a> .
<a href="#">GE-70C - Haz Mat Transport - Awareness Level</a>		

## Respirator Use

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Air-Purifying Respirator and Powered Air-Purifying Respirator (HP-IND-301-W) (12 months)  Driver(s): 29 CFR 1910.134	Required for all personnel who work in environments requiring them to wear an air-purifying respirator or a powered air-purifying respirator. This course must be taken prior to HP-IND-317, Respirator	Web course available <a href="#">here</a> .



	Fit Test. In addition, all personnel are required to pass a physical exam given by the Occupational Medicine Clinic (ext. 3670) prior to attending HP-IND-317.	
<a href="#">GE-55A - APR/PAPR Respirator-Qualified Worker</a> <a href="#">GE-55C - Respirator Medical Surveillance Qualified</a>		
Respirator Fit Test (HP-IND-317) (12 months)  Driver(s): 29 CFR 1910.134	Required for all personnel to become qualified to wear tight fitting facepiece design respiratory protection equipment (i.e., half-face and full-face masks).  Prerequisite: HP-IND-301 or HP-IND-309.  All personnel are also required to pass a physical exam given by the Occupational Medicine Clinic (ext. 3670) prior to being fit tested.	Fit tests are conducted one-on-one by appointment only. To request, contact <a href="mailto:respiratorfit@bnl.gov">respiratorfit@bnl.gov</a> or call extension 4289.
Respirator Issuer (HP-IND-313) (12 months)  Driver(s): 29 CFR 1910.134	Required for all personnel who are involved in the decision process for matching respiratory-protection equipment with job requirements.	Course schedule available <a href="#">here</a> .
Self-Contained Breathing Apparatus (SCBA) (TQ-SCBA-W) (12 months)  Self-Contained Breathing Apparatus SCBA) Practical (TQ-SCBA-P) (12 months)	Required for all personnel who work in environments requiring them to be qualified to wear self-contained breathing apparatus.	All personnel are required to pass a physical exam given by the Occupational Medicine Clinic (ext. 3670) prior to attending this course.
<a href="#">GE-55B - SCBA Respirator-Qualified Worker</a> <a href="#">GE-55C - Respirator Medical Surveillance Qualified</a>		

## Electrical

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Basic Electrical Safety (HP-OSH-150A) (Initial Train)  Driver(s): 29 CFR 1910.302 and NFPA 70E	Required for non-electrical workers who may work with, or come in contact with, de-energized, electrically powered devices. Required for anyone performing work where there is a potential for electrical injury.  Examples of operations that do NOT require this training include: <ul style="list-style-type: none"> <li>• Plugging a cord into a wall outlet,</li> <li>• Operating power tools, appliances or office equipment,</li> <li>• Connecting signal or computer cables, and</li> <li>• Bench-top troubleshooting of</li> </ul>	Web course available <a href="#">here</a> .



	<p>electrical devices where all ac or dc exposed voltages are less than 50 volts and there is less than 10 milliamps of available current.</p> <ul style="list-style-type: none"> <li>• Bench-top troubleshooting of electrical devices where all ac or dc exposed voltages are less than 10 milliamps of available current.</li> </ul>	
<b>GE-69A - Basic Elect Safety-Qualified Worker</b>		
<p>Adult Cardiopulmonary Resuscitation (CPR) (TQ-ADULTCPR) (24 months)</p> <p>Driver(s): 29 CFR 1910.269</p>	<p>Required for Employees working on or near exposed energized electrical conductors or circuit parts shall be trained in methods of release of victims from contact with exposed energized conductors or circuit parts. Employees shall be regularly instructed in methods of first aid and emergency procedures, such as approved methods of resuscitation, if their duties warrant such training.</p>	<p>Course schedule available <a href="#">here</a>.</p>
<b>GE-54 - CPR-Qualified Position</b>		
<p>Electrical Safety I (TQ-ELECSAF1) (24 months)</p> <p>Driver(s): 29 CFR 1910.302 and NFPA 70E</p>	<p>Required for electrical workers who work On or Near exposed energized parts (NFPA 70E Risk Hazard Category 1 or higher). Also required for staff who direct and evaluate electrical work.</p> <p>Required for anyone performing work where there is a potential for electrical injury--anyone who repairs, designs or modifies electrically powered equipment -- where they may themselves encounter a hazard or create such a hazard for someone else.</p> <p>Prerequisite for Lockout Tagout Authorized Level</p> <p>Examples of operations that require this training - replacement of line cords and plugs, construction of line powered electrical devices, setup of high voltage systems.</p> <p>Note: If the work is always limited to 120-Volt, line-cord, plug-in equipment, then <u>Electrical Safety for Benchtop Workers</u> may be taken instead of this course. The <u>Benchtop</u> course, however, does not qualify the worker to work on or near live parts, which includes testing, troubleshooting, and any other voltage verification beyond the 120-Volt, line-cord connected limits.</p>	<p>Web course available <a href="#">here</a>.</p>
<b>GE-69B - Elect Safety I-Qualified Worker</b>		
<p>Electrical Safety for Benchtop Workers (TQ-ELECT-BENCHTOP) (24 months)</p>	<p>Description: This course is required for workers whose electrical work is limited to</p>	<p>Web course available <a href="#">here</a>.</p>

	120-Volt, line-cord, plug-in equipment. <u>Lock Out/Tag Out Authorized Employee Training</u> (HP-OSH-151B-W) is not required provided the power cord remains under the direct control of the worker. If, however, a worker needs to operate circuit breakers and disconnect switches they must also take <u>Electrical Circuit Breaker and Switch Operation Safety</u> (TQ-ELECT-BSOP).	
<b>GE-69G - Electrical Safety - Benchtop Science</b>		
Electrical Circuit Breaker/Switch Operation Safety (TQ-ELECT-BSOP)  Driver(s): 29 CFR 1910.302 and NFPA 70E	Training is for <b>non-electrical</b> workers who: <ul style="list-style-type: none"> <li>• Throw circuit breakers such as for buildings that do not have wall switches and use a circuit breaker to turn lights on/off.</li> <li>• Throw the handle on a disconnect switch to energize/de-energize a piece of equipment.</li> </ul> (This training is not required to operate office light switches or similar wall switches)	Web course available <a href="#">here</a> .
<b>GE-69C - Non-electrical Worker Breaker/Switch Op Qualified</b>		
Lockout/Tagout Affected Worker (HP-OSH-151A-W) (Initial Train)  Driver(s): 29 CFR 1910.147	Required for personnel who work in the vicinity of locked/tagged equipment or who operate machinery on which maintenance, services or construction is being performed under Lockout or Tagout. An Affected employee cannot add or remove a lock or tag.	Web course available <a href="#">here</a> .
<b>GE-68A - LOTO Affected Worker</b>		
Lockout/Tagout Authorized Worker (HP-OSH-151B-W) (12 months)  Driver(s): 29 CFR 1910.147	Required for anyone who needs to lock and tag energy sources. In addition, they must complete department-specific training. Electrical Safety I is prerequisite for this course, unless the equipment being locked/tagged is not electrical (e.g., hydraulic, pneumatic).	Web course available <a href="#">here</a> .
<b>GE-68B - LOTO Authorized Worker</b>		

## Workplace Safety (Industrial Hygiene/Industrial Safety)

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
10-Hour OSHA General Safety Course (TQ-OSHA-GEN10) (Initial Train)  Driver(s): 29 CFR 1910	Recommended for ES&H Coordinators, Building Managers, Work Control staff, and members of Tier 1 inspection teams.	Course schedule available <a href="#">here</a> .
Back Injury Prevention (TQ-BACKSAFE) (36 months)	Required for anyone who regularly lifts more than 30-40 lbs. or whose job requires	Web course available <a href="#">here</a> .

Driver(s): BMP	repetitive bending/stretching. Recommended for people who have a history of back trouble.	
<a href="#">GE-73 - Basic Safety-Qualified Worker</a>		
Bloodborne Pathogens Awareness (TQ-BBP) (12 months)	Required for anyone who handles any human fluids or tissues.	Web course available <a href="#">here</a> .
Driver(s): 29 CFR 1910.1030		
<a href="#">GE-83 - Bloodborne Pathogen-Qualified</a> <a href="#">GE-83A - Bloodborne Pathogens Med Surveillance Qualified</a>		
Adult Cardiopulmonary Resuscitation (CPR) (TQ-ADULT CPR) (24 months)	Required for Employees working on or near exposed energized electrical conductors or circuit parts shall be trained in methods of release of victims from contact with exposed energized conductors or circuit parts. Employees shall be regularly instructed in methods of first aid and emergency procedures, such as approved methods of resuscitation, if their duties warrant such training.	Course schedule available <a href="#">here</a> .
Driver(s): 29 CFR 1910.269		
<a href="#">GE-54 - CPR-Qualified Position</a>		
Compressed Gas Safety (TQ-COMPGAS1) (Initial Train)	Required for anyone who moves, handles, stores and uses gas cylinders and for those that select or connect regulators and design manifolds.	Web course available <a href="#">here</a> .
Driver(s): 29 CFR 1910.101		
<a href="#">GE-59 - Compressed Gas-Qualified Worker</a>		
Confined Space Atmosphere Testing (TQ-CONSPACETESTER) (24 months)	Required training (along with equipment-specific training) for anyone who will perform atmospheric monitoring/testing activities for confined space entry work.	Web course available <a href="#">here</a> .
Driver(s): 29 CFR 1910.146		
Confined Space Entry (HP-OSH-016) (24 months)	Required for employees who may potentially be exposed to Class 2 confined spaces.	Course schedule available <a href="#">here</a> .
Driver(s): 29 CFR 1910.146	<p>Definition of Confined Space: a space that has the following three characteristics: 1) it is large enough and so configured that an employee can bodily enter and perform tasks; 2) it has limited or restricted means for entry or exit, (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, pits); 3) it is not designed for continuous employee occupancy.</p> <p>A Class 2 Confined Space is a confined space that has any one or more of the following characteristics: 1) It contains or has a potential to contain a hazardous atmosphere; 2) it contains a material that has the potential for engulfing an entrant; 3) it is internally configured such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section; 4) it contains any other recognized serious physical health hazard. Entry into Class 2C Confined Spaces also requires a permit.</p>	

<b>GE-60 - Confined Space-Qualified Worker</b>		
Defensive Driving	Required for employees whose primary job function is driving, (e.g., Staff Services Chauffeurs, Supply and Materiel Drivers).	Consultant delivered.  To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
Ethics and Research Training	Required for all employees who work with human subjects.	Web course available <a href="#">here</a> .
Fire Watch (TQ-FIREWATCH) (36 months)  Driver(s): 29 CFR 1910.252	This course stresses the importance and responsibilities of Fire Watch Duty. Specifically, it address how the Fire watch ties into the Cutting/Welding Program, specific responsibilities, actions to be taken during a fire, and the limitations of fire extinguishers. This course meets the requirements of OSHA 1910. Prerequisite: Fire Extinguisher web course (TQ-FIRE-EXT) and hands-on practical (TQ-FIRE-EXT-P)	Web course available <a href="#">here</a> .
<b><a href="#">GE-22 - Welding, Cutting, Brazing &amp; Fire Watch Qualified</a></b>		
1) Fire Extinguisher (TQ-FIRE-EXT) (36 months)  2) Fire Extinguisher Safety - Hands-on Practical (TQ-FIRE-EXT-P)  Driver(s): 29 CFR 1910.157	Two courses make up this training program--a web course and supplemental hands-on practical fire extinguisher training in which staff use extinguishers to put out real fires.  The Fire extinguisher web course is required for individuals who may use fire extinguishers in the normal course of their jobs. Both the web course and hands on practical are required for staff involved with cutting and welding activities, fire watch positions, emergency-services positions, and control room operators. BNL Fire protection engineer requires both courses for heavy users of flammable liquids (more than five gallons) and will assist ESH Coordinators in making this determination for these users within their organizations.	Web course available <a href="#">here</a> .  See course schedule <a href="#">here</a> for hands-on practical . Or if you don't see on schedule (this course is weather permitting and isn't offered routinely during winter months) contact <a href="mailto:chief@bnl.gov">chief@bnl.gov</a> to request.
<b><a href="#">GE-79 - Practical Fire Extinguisher-Qualified</a></b> <b><a href="#">GE-79A - Practical Fire Extinguisher-Hands-on Training Qualified</a></b>		
Hearing Conservation (TQ-NOISE) (12 months)  Driver(s): 29 CFR 1910.95	Required for anyone working in posted High Noise Operations/Areas with exposure of 1-30 days per year. Examples include posted pump rooms, compressor rooms, machining equipment, street cleaner.	Web course available <a href="#">here</a> .
<b><a href="#">GE-52B - High noise Area/Ops Exposure-Training Requal Need</a></b> <b><a href="#">GE-52C - High noise Area/Ops Exp-Train &amp; MedSurv Required</a></b> <b><a href="#">GE-52D - Noise Medical Surveillance Only</a></b>		
Hearing Conservation - Awareness Level (HP-IND-008A) (Initial Train)	Required for anyone who works around, but not directly in, High Noise Operations/Areas.	Course schedule available <a href="#">here</a> .
<b><a href="#">GE-52A - Noise &amp; Hearing Awareness-No Training Requal Need</a></b>		
Heat-Stress Prevention (TQ-HEATSTRESS) (Initial Train)	Required for supervisors who oversee employees who are at risk of high heat	Web course available <a href="#">here</a> .

Driver(s): ACGIH	conditions. Recommended for workers who perform work in areas subject to high temperatures.	
<a href="#">GE-46A - Supervisors of Staff at Risk from Heat Exposure</a>		
Laser Safety Awareness (TQ-LASER) (24 months)  Driver(s): ANSI Z136.1-2000	Required for anyone who has access to a class IIIB or class IV laser controlled area. Required for all operators of classIIIB and IV lasers. Required for personnel who have access to areas where an open beam of a class IIIB or class IV laser is present. An eye exam is required for classIIIB and class IV users and user names must be given to the Laboratory Laser Safety Officer.	Web course available <a href="#">here</a> .
<a href="#">GE-74 - Laser-Qualified Worker</a> <a href="#">GE-74A - Laser Medical Surv Qualified - Authorized Worker</a>		
Laser Safety Awareness for Non-Users (TQ-LASER-NU) (Initial Train)	Required for staff that need access to laser controlled areas (e.g. custodial staff), but will not operate or use a laser.	To request course contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
<a href="#">GE-74B - Laser Access - Non User</a>		
Lyme and Tick-borne Disease Prevention (TQ-LYME1) (Initial Train)  Driver(s): BMP	Required for employees whose work assignments occur in areas where there is the potential to encounter deer ticks.  Recommended for employees at risk of occupational exposure, e.g., those who routinely frequent wooded areas, or areas with high grass as part of their work assignment.	Web course available <a href="#">here</a> .
<a href="#">GE-87 - Occupational Lyme Exposure-Qualified</a>		
Oxygen Deficiency Hazard Class 0 (TQ-ODH) (24 months)  Driver(s): 29 CFR 1910.134	Required for anyone who may be required to enter a space with the potential for anODH 0 hazard	Web course available <a href="#">here</a> .
<a href="#">GE-86A - ODH Area Access Qualified</a> <a href="#">GE-86C - ODH Medical Surveillance Qualified</a>		
Oxygen Deficiency Hazard Class 1 (TQ-ODH1) (12 months)  Driver(s): 29 CFR 1910.134	Required for anyone who may be required to enter a space with the potential for anODH 1 hazard	Web course available <a href="#">here</a> .
<a href="#">GE-86B - ODH Class 1 Area Access Qualified</a> <a href="#">GE-86C - ODH Medical Surveillance Qualified</a>		
Pressure Seminar for Engineers (GE-HS5060)  Pressure Safety Re-qualification (GE-HS5031)  Intermediate Pressure Safety (GE-HS5040)	Recommended for employees, guests and contractors who may design, build, or modify pressurized systems.	These web-based courses are offered through Lawrence Livermore National Laboratory. When taking the courses, allow adequate time for their completion.  <a href="#">Click here for GE-HS5060.</a>

		<p><a href="#">Click here for GE-HS5031.</a></p> <p><a href="#">Click here for GE-HS5040.</a></p> <p>Upon completion of the course and exam, print the certificate, and submit to the Training &amp; Qualifications Program Office, Building 400 for incorporation into the BTMS database.</p> <p>Contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> or call ext. 7854 with any questions.</p>
<p>Regulated Medical Waste Management (TQ-RMWM) (Initial train)</p> <p>Driver(s): 40 CFR 262.11 6 NYCRR Part 371</p>	<p>Required for Medical Personnel who handle Regulated Medical Waste Briefing (MO-003)</p>	<p>Web course available <a href="#">here</a>.</p>
<a href="#">GE-71A - Regulated Medical Waste Generator</a>		
<p>Static Magnetic Fields (TQ-SMF) (Initial Train) (36 months)</p> <p>Driver(s): ACGIH</p>	<p>Required for all workers exposed to fields greater than or equal to 60mT (600 G). This course is also required for all who supervise anyone wearing Medical Electronic Devices in areas where magnetic fields are present, as well as all ES&amp;H Coordinators, Facility Support Representatives, Process Owners, and Work Control Coordinators who work in areas where static magnetic field exposure is greater than or equal to the BNL exposure limit of 0.5mT.</p>	<p>Web course available <a href="#">here</a>.</p>
<a href="#">GE-12 - Static Magnetic Field-Qualified</a> <a href="#">GE-12A - Static Field Medical Surveillance Qualified</a>		

## Material Handling

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
<p>Basic Rigging for Crane Operators (Initial TQ-RIG-C - Refresher TQ-RIG-CREF) is a classroom course. Initial Basic Rigging training consists of an 8-hour session and the refresher course is four hours. This classroom training course is a prerequisite to skills practice and practical evaluation.</p>	<p>These three courses are required for anyone who operates an overhead crane, uses hoists, and/or performs incidental rigging tasks (even once).</p> <p>Prerequisite Basic Rigging and Overhead Crane Operator courses must be completed prior to the conduct of any supervised skills practice or practical</p>	<p>Basic Rigging course schedule available <a href="#">here</a>.</p> <p>Crane Operator web course available <a href="#">here</a>. Classroom course available upon request. Contact</p>



<p>Overhead Crane Operator (HP-Q-010-W) (36 months) is a web or classroom course. Completion of this training is a prerequisite to the skills practice/practical evaluation.</p> <p>Rigging and Crane Practical (TQ-RIG-P) (36 months) - This skills evaluation is conducted by a qualified evaluator using a job performance measure after adequate supervised skills practice has been provided based on level of experience.</p> <p>Driver(s): DOE-STD-1090-2001 29 CFR 1910.179</p>	<p>evaluation. Skills practice and the practical evaluation are conducted at each trainee's facility, using workplace overhead cranes, rigging and hoisting tasks, job/equipment procedures, and typical workplace challenges. Each trainee must satisfactorily complete an equipment/task-specific job performance measure for the crane(s), rigging tasks, and load weights for which they need to be qualified. The practical evaluation is conducted by a qualified evaluator.</p> <p>In some remote cases, where individuals operate small, research cranes and there are no unknown load weights, no rigging tasks, and no loads that necessitate calculation an exemption from this requirement may be approved. Exemptions are approved by the Safety &amp; Health Services Division Manager after an inspection of the equipment and its use are observed. <a href="#">GE-56A - Small Crane Operator (Research Use)</a></p> <p>In other remote cases where there are rigging tasks that are not associated with crane operation an exemption from the full requirements may be approved. Exemptions are approved by the Safety &amp; Health Services Division Manager after an inspection of the equipment and its use are observed. <a href="#">GE-56B - Basic Rigging-Qualified</a></p>	<p><a href="mailto:training@bnl.gov">training@bnl.gov</a>.</p> <p>To arrange for skills practice or practical evaluation, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a>.</p>
<p><b>GE-56 - Overhead Crane/Rigging Operator</b> <b>GE-56C - Material Handling Med Surveillance Qualified</b></p>		
<p>Crane/Rigging Evaluator (TQ-CRANEXAM) (Initial Train)</p> <p>Driver(s): DOE-STD-1090-2001 29 CFR 1910.179</p>	<p>Required for overhead crane operators designated by their departments who will be evaluating the performance of other operators to authorize them to use equipment unsupervised. Course includes equipment-specific Job-Performance Measure (JPM) checklists to be completed when conducting evaluation.</p> <p>Prerequisite: • Basic Rigging for Crane Operators (Initial TQ-RIG-C or Refresher TQ-RIG-CREF) • Overhead Crane Operator (HP-Q-010-W) • Rigging and Crane Practical (TQ-RIG-P)</p>	<p>To request course contact <a href="mailto:training@bnl.gov">training@bnl.gov</a>.</p>
<p><b><a href="#">GE-48C - Crane/RiggingOJT Evaluator</a></b></p>		
<p>Forklift Operator and Practical (TQ-FORKLIFT and TQ-FORKLIFT-P) (36 months). Forklift Operator is a web or classroom course. Completion of this training is a prerequisite to skills practice and practical evaluation.</p> <p>Driver(s): DOE-STD-1090-2001 29 CFR 1910.178</p>	<p>Both of these courses are required for anyone who needs to operate a forklift (even once).</p> <p>The prerequisite Forklift Operator course must be completed prior to the conduct of any supervised skills practice or practical evaluation. Skills practice and the practical evaluation are conducted using facility forklifts, attachments, tasks, job/equipment procedures, and workplace challenges. Each trainee</p>	<p>Forklift Operator web course available <a href="#">here</a>. Classroom course available upon request. Contact <a href="mailto:training@bnl.gov">training@bnl.gov</a>.</p> <p>To arrange for skills practice or practical evaluation, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a>.</p>



	must satisfactorily complete an equipment/attachment- and task-specific job performance measure for the forklift on which each will operate. The practical evaluation is conducted by a qualified evaluator.	
<a href="#">GE-57 - Forklift Operator</a> <a href="#">GE-56C - Material Handling Med Surveillance Qualified</a>		
Forklift Evaluator (TQ-FORKLIFT-EVAL) (Initial Train)  Driver(s): DOE-STD-1090-2001 29 CFR 1910.178	Required for forklift operators designated by their departments who will be evaluating the performance of other operators to authorize them to use equipment unsupervised. Course includes equipment-specific Job-Performance Measure (JPM) checklists to be completed when conducting evaluation.  Prerequisite: • Forklift Operator and Practical (TQ-FORKLIFT and TQ-FORKLIFT-P)	Web course available <a href="#">here</a> .
<a href="#">GE-48B - Forklift Evaluator</a>		
Aerial Lift Training and Practical (TQ-AERIAL-C and TQ-AERIAL-P) (36 months) Aerial Lift Training is a classroom course. Completion of this course is a prerequisite to skills practice and practical evaluation. In addition Fall Protection training may be required (see below description under Machine and Construction Hazards/Elevated Work Areas).  Driver(s): DOE-STD-1090-2001 29 CFR 1910.67(c)	Both of these courses are required for anyone who needs to operate an aerial lift or manlift (even once).  The prerequisite Aerial Lift classroom training must be completed prior to the conduct of any supervised skills practice or practical evaluation. Skills practice and the practical evaluation are conducted at each trainee's facility. Equipment and manufacturer operator manuals are required reading. Each trainee must satisfactorily complete an equipment/task-specific job performance measure for the lift that will be operated. The practical evaluation is conducted by a qualified evaluator.	To request course, skills practice, or practical evaluation, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
<a href="#">GE-80 - Manlift Operator</a>		
Aerial Evaluator (TQ-AERIAL-EVAL) (Initial Train)  Driver(s): DOE-STD-1090-2001 29 CFR 1910.67(c)	Required for aerial lift operators designated by their departments who will be evaluating the performance of other operators to authorize them to use equipment unsupervised. Course includes equipment-specific Job-Performance Measure (JPM) checklists to be completed when conducting evaluation.  Prerequisite: • Aerial Lift Training and Practical (TQ-AERIAL-C and TQ-AERIAL-P)	To request course contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
<a href="#">GE-48D - Aerial Lift OJT Evaluator</a>		

## Machine and Construction Hazards / Elevated Work Areas

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Fall Protection Equipment-specific Training (GE-FALLPROTECT) (36 months)  Driver(s): 29 CFR 1926.503	Required for all employees who work on elevated areas (6 feet or above), such as scaffolds, roofs, elevated equipment or work platforms where exposed to fall hazards. Anyone who performs work more than six feet above a lower level must be protected by either a guard rail system or personal fall arrest system and training is required.	To request course contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
<a href="#">GE-81 - Fall Protection-Qualified</a>		
Machine Shop Safety (Qualification Checklists Maintained in Shops)  Driver(s): 29 CFR 1910 Subpart O	<p>The machine shop supervisor completes a Machine Shop Safe Work Practices Evaluation Form for each piece of equipment the user intends to operate. There is no formal course tracked as part of this user requirement as the list of users and the equipment each is qualified to operate is maintained in the machine shop.</p> <p>The Department/Division manager appoints the machine shop supervisor based on education, experience and training. In some cases, a Machine Shop Safety Train-the-Trainer course may be provided to support supervisors in the performance of this role (GE-SHOPTRAIN).</p>	Evaluation Forms available <a href="#">here</a> .
<a href="#">GE-72 - Machine Shop User</a>		
<a href="#">GE-72A - Machine Shop Evaluator</a>		
Hand and Power Tool Safety (TQ-TOOLS SAFE)	This course is recommended for technician and craft personnel who work with hand and power tools.	Web course available <a href="#">here</a> .
Scaffold User Safety (GE-SCAFFOLD)  Driver(s): 29 CFR 1926.451	Required for individuals who use scaffolds. New OSHA regulations require that if you use scaffolds you must have user training. This course does not meet the requirements for individuals who erect, disassemble, move, repair, maintain, or inspect scaffolds.	Web course available <a href="#">here</a> .
<a href="#">GE-91 - Scaffold User</a>		
Welding, Cutting, and Brazing (HP-OSH-006)  Driver(s): 29 CFR 1910 Subpart Q 29 CFR 1926 29 CFR 1910.252	Required for Technical Supervisors who oversee hot work.	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
<a href="#">GE-22 - Welding, Cutting, Brazing &amp; Fire Watch Qualified</a>		
<a href="#">GE-22A - Welding, Cutting, Brazing Oversight</a>		

## Facility Access

Facility-specific training required for access to locations.

### GE-77E C-A Access - Qualified

Course Number	Course Title
AD-CA_ACCESS	Collider-Accelerator Access Training

### GE-77H RHIC User

Course Number	Course Title
AD-CA_COLLIDER_EXAM	Collider User Challenge Exam
AD-CA_COLLIDER_USER	Collider User Training

### GE-77I AGS Access-Qualified

Course Number	Course Title
AD-CA_ACCESS	Collider-Accelerator Access Training
HP-RWT002	Radiological Worker I

### GE-77K C-A Radiobiology User

Course Number	Course Title
AD-USER-RADBIO	C-A Radiobiology Users Training
HP-RWT002	Radiological Worker I

### LS-34 User, NSLS

Course Number	Course Title
LS-ESH-SAFETY	NSLS Safety Module
TQ-GERT	General Employee Radiological Training

### LS-33U User, Source Development Laboratory (SDL)

Course Number	Course Title
LS-BLOSA-SDL	SDL BLOSA: Operations/Safety Awareness
LS-ESH-SAFETY	NSLS Safety Module
LS-ESH-SDL	SDL Facility-Specific Safety Orientation
TQ-GERT	General Employee Radiological Training

### BGRR Access

Course Number	Course Title
Various courses based on assignment	
Contact ext. 2188	

Contact the Facility's Training Coordinator for further information.

CAD/RHIC/AGS: [J. Maraviglia](#), ext. 7343 or [Susan White-Depace](#) ext. 7959

For access to any other building in the NSLS or NSLS-II complex, Please contact [M. Corwin](#), ext. 2295

BGRR: [B. Lein](#), ext. 2188

## Emergency Response/Security

**COURSE INFORMATION**

**TARGET AUDIENCE /**

**AVAILABILITY**

	REQUIREMENT INFORMATION	INFORMATION
Cyber Security Overview for System Administrators (AO-CYBSEC)	Required for Network System Administrators.	Contact <a href="#">K. Hauser</a> , ext. 2223
<a href="#">GE-23 - Network System Administrator</a>		
Duress Alarm Training (SE-D05)	Required for personnel who work in vicinity of duress alarms.	
Hosting and Escorting Foreign Nationals (TQ-SEC-FN) (12 months)	Required for anyone hosting foreign visits or assignments.	Web course available <a href="#">here</a> .
Driver(s): DOE Order 142.3 Unclassified Foreign Visits and Assignments program		
<a href="#">GE-36 - Host &amp; Escort for Foreign Nationals</a>		
Security Refresher Course for Q Clearance (SE-ACCESSREF) (12 months)	Required for those with security clearance needs. Annual training refresher is implemented and communicated each year.	Web course available <a href="#">here</a> .
Incident Command Training (TQ-EP-015) (Initial train)	Required for all members of the Emergency Response Organization, as well as Local Emergency Coordinators and alternates. Recommended for Building Managers and others involved with emergency response.	Web course available <a href="#">here</a> .
Local Emergency Coordinator (LEC) Course (TQ-LEC)	Required for all designated Local Emergency Coordinators and alternates. Recommended for Building Managers and others involved with emergency response.	Web course available <a href="#">here</a> .
<a href="#">GE-47 - Local Emergency Coordinator</a>		

## Environmental Safety

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Drinking Water, Hazardous Materials Storage and Transportation, Oils & PCB Management (ES-ENV-FSER4) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	Required reading material. For further information, contact <a href="#">G. Goode</a> .
EMS Gap Analysis/Technical Assistance Workshop (GE-ENV-GAP) (Initial Train)	Required for departmental EMS implementation team members (7 hours). Audience must attend this course or EMS Implementation Workshop (GE-ENV-EMSIMP)	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
<a href="#">GE-45B - EMS Implementation Team Member</a>		
EMS Implementation Workshop (GE-ENV-EMSIMP) (Initial Train)	Required for departmental EMS implementation team members (14 hours). Audience must attend this course or EMS Gap Analysis/Technical Assistance Workshop (GE-ENV-GAP)	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
Env. Monitoring, Non-Rad & Rad Air Emissions (ES-ENV-FSER2) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH	Required reading material. For further information, contact <a href="#">G.</a>

	Coordinators, Select Line Managers	<a href="#">Goode.</a>
Environmental Laws and Regulations (GE-ENV-WM1) (Initial Train)	FS Representative, Internal Environmental Auditors, Environmental Compliance Representatives, Waste Management Representatives. Consultant delivered Environmental Laws (24 hours)	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
Environmental Laws Overview (GE-ENV-WM2) (Initial Train)	ESH Coordinators and FS Technicians. Required reading material covering Environmental Laws and Regulations for DOE Federal Employees and Contractors (4 hours)	Required reading material. For further information, contact <a href="#">G. Goode</a> .
Internal EMS Auditor Training (GE-ENV-AUDIT) (Initial Train)	Required for BNL Internal Environmental Auditors and recommended for departmental personnel involved in self assessment activities (24 hours)	For further information, contact <a href="#">G. Goode</a> .
<b><a href="#">GE-45C - Internal Environmental Auditor</a></b>		
Introduction to Roles, Responsibilities for EMS, NEPA and Pollution Prevention (ES-ENV-FSER1) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	Required reading material. For further information, contact <a href="#">G. Goode</a> .
Lessons Learned through Implementation of an EMS (GE-ENV-NETO1)	Recommended for EMS implementation team members. (2 hour videotape of DOE satellite broadcast)	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
Liquid Effluents, Underground Injection Control, Spill Response (ES-ENV-FSER3) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	Required reading material. For further information, contact <a href="#">G. Goode</a> .
Environmental Management System ISO 14001 Overview (TQ-EMS-1)	Required for Level 1,2,3 Managers	Web course available <a href="#">here</a> .
Environmental Objectives and Targets (TQ-EMS-2)		
Environmental Management System Audits and Compliance Inspection How to Survive (TQ-EMS-3)		
RCRA Waste Identification, Hazardous, Mixed, and Radioactive Waste Management (ES-ENV-FSER5) (Initial Train)	FS Representative, Environmental Compliance Representatives, Waste Management Representatives, ESH Coordinators, Select Line Managers	Required reading material. For further information, contact <a href="#">G. Goode</a> .

## Ergonomics

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Ergonomics in the Laboratory Setting (TQ-ERGO-LAB)	Recommended for individuals who perform work in a Laboratory setting and use Laboratory equipment. Strongly recommended for individuals who have experienced pain or injury from work-related ergonomic factors.	Web course available <a href="#">here</a> .

Ergonomics in the Mechanical and Industrial Work (TQ-ERGO-IND)	Recommend for individuals who work with tools and equipment in a benchtop setting who perform mechanical and industrial-type operations work. Strongly recommended for individuals who have experienced pain or injury from work-related ergonomic factors.	Web course available <a href="#">here</a> .
Video Display Terminal Safety (HP-IND-004) (Initial Train)  Driver(s): BMP	Recommended for anyone who spends more than 20 hours per week at a VDT.	Course schedule available <a href="#">here</a> .
<a href="#">GE-75 - VDT Safety - Trained Worker</a>		

## Work Planning/Accident Investigation

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Accident Investigation (TQ-OSH-019W)	Required for Technical and Administrative Supervisors who are involved in Accident Investigation.	Web course available <a href="#">here</a> .
<a href="#">GE-24 - Accident Investigation Participant</a>		
Job Safety Analysis (HP-OSH-017)	Available for Technical Supervisors who are involved in the work planning processes for potentially hazardous work (e.g., electrical work, construction, waste management).	To request, contact <a href="mailto:training@bnl.gov">training@bnl.gov</a> .
Work Planning and Control for Science and Technology (TQ-WORKPLAN-ST) (Initial train)	Required for Work Control Coordinators and recommended for technical and scientific supervisors who are involved in the work planning processes for potentially hazardous work.	Web course available <a href="#">here</a> .
Work Planning and Control for Site Infrastructure Maintenance and Operation (TQ-WORKPLAN-MO) (Initial train)	Required for Work Control Coordinators involved with site infrastructure maintenance and operations and recommended Maintenance and Operation supervisors who are involved in the work planning processes for potentially hazardous work.	Web course available <a href="#">here</a> .
<a href="#">GE-10A - Work Control Manager - Operations</a> <a href="#">GE-10B - Work Control Manager - Experimental</a> <a href="#">GE-10C - Work Control Coordinator - Operations</a> <a href="#">GE-10D - Work Control Coordinator - Experimental</a> <a href="#">GE-10E - Work Control Staff</a>		

## Quality/Records Management Training Courses

	TARGET AUDIENCE /	AVAILABILITY
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COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Quality Assurance Program Overview (QA-QP-001-W)	Quality representatives and departmental quality management personnel.	Web course available <a href="#">here</a> .
<b>GE-27 - Quality Representative</b>		
Procurement and Quality Related Requirements (QA-QP-002)	Quality representatives and departmental quality management personnel.	To request, contact the <a href="#">Quality Programs &amp; Services Office</a>
<b>GE-27 - Quality Representative</b>		
Vital Records Training (ID-VITALREC1) (Initial train)	Recommended for Departmental Vital Records Coordinators.	Web course available <a href="#">here</a> .
<b>GE-28A - Vital Records Custodian</b>		
Price-Anderson Amendments Act Training (TQ-PAAA) (Initial Train)	Recommended for personnel involved in assessment, reporting and evaluating deficiencies such as noncompliances occurrence reports and audit findings.	Web course available <a href="#">here</a>
Driver(s): 10 CFR 835	Required for Quality Reps.	

## Management/Supervisory Courses

Click [here](#) for schedule of classes.

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Conducting an Effective Interview (PE-PE146S)	Recommended for supervisors and managers to help prepare them to conduct a legal and effective selection interview.	This course consists of one half-day session.
Effective Supervision (PE-PE103S)	Highly recommended for new supervisors, this course provides a thorough understanding of the supervisory role and required leadership skills. Participants learn how their supervisory style impacts employee motivation toward work.	This two-day course is presented by an outside consultant.
Facing the Tough Stuff of Supervision (PE-PE150S)	Recommended for experienced supervisors and managers. This course begins with examining how one's own style may contribute to difficulties in managing employees	This one-day course is presented by an outside consultant.
Goal Planning and Appraising Job Performance (PE-PE104S)	Highly recommended for supervisors who conduct performance appraisals. This course prepares supervisors to complete the written form and to conduct the appraisal discussion with the employee.	This one-day course is presented by an outside consultant.
Interpersonal Managing Skills (PE-PE102S)	Recommended for supervisors, this course provides participants with the interpersonal skills to communicate in a manner to gain the commitment and cooperation of others.	This one-day course is presented by an outside consultant.
Intervention (PE-PE105S)	Required for managers and supervisors, this course provides participants with the awareness and skills to recognize and deal with the problem of substance abuse as it impacts job performance.	This mandatory course consists of one half-day session.
<b>GE-02 - Administrator Manager</b>		



<a href="#">GE-03 - Supervisor</a> <a href="#">GE-16A - Level I Manager</a> <a href="#">GE-16B - Level 2 Manager</a> <a href="#">GE-16C - Level 3 Manager</a>		
Introduction to EEO, AA, and Diversity Management (PE-PE119S)	Required for supervisors and managers, this course provides information on compliance with Equal Employment Opportunity Laws, Affirmative Action, and an overview of Diversity Management.	This is a mandatory three-hour course. Click <a href="#">here</a> for current course schedule or contact <a href="#">Staff Development</a>
<a href="#">GE-02 - Administrator Manager</a> <a href="#">GE-03 - Supervisor</a> <a href="#">GE-16A - Level I Manager</a> <a href="#">GE-16B - Level 2 Manager</a> <a href="#">GE-16C - Level 3 Manager</a>		
Labor Relations Seminars (PE-PE106S)	Recommended on an as needed basis for supervisors to provide information and guidance on handling of grievances, absenteeism and the disciplinary process.	This seminar consists of one half-day session.
Leading/Managing Technical People (PE-PE142S)	Recommended for technical supervisors to help build a solid foundation for managing leadership in a technical environment.	This one and one half-day workshop is conducted by an outside consultant.
Legal Issues in Supervision Part I (PE-PE166S)	Required for supervisors and managers, this course covers 12 employee related mistakes managers need to know related to HR practices and federal law.	This one-hour online course is mandatory. Contact Starr Munson, <a href="mailto:munson@bnl.gov">munson@bnl.gov</a> to register.
Legal Issues in Supervision Part II (PE-PE156S)	Required for supervisors and managers, this course will provide information on how BNL policies and procedures relate to these laws, what to do when receiving a complaint, and how to avoid employment litigation.	This seminar consists of one half-day session.
Manager Orientation (PE-MGRORIENT)	Recommended for new Level I and II Managers to introduce the Laboratory's mission, changing themes, strategic challenges, and business management systems.	Contact Beth Schwaner, <a href="mailto:schwaner@bnl.gov">schwaner@bnl.gov</a> to arrange for this program.
Managing Effective Meetings (PE-PE118)	Recommended for managers and professionals who are responsible for planning results-oriented meetings. Participants identify the strengths and weaknesses of their communication styles through videotaped skill practice.	This one-day course is presented by an outside consultant.
New Supervisor Orientation (PE-PE101S)	Highly recommended for newly promoted or hired supervisors and managers, this course provides an orientation to Laboratory support functions. Supervisors are informed of their administrative responsibilities for each of these functions.	This course is conducted annually and consists of five half-day sessions.
Safety Leadership and the Supervisor (TQ-SL-SUP)	Recommended for supervisors. This course covers the roles and responsibilities of supervisors at BNL regarding safety management, including the importance of modeling safe behavior and how inappropriate actions on the part of the supervisor can create a more hazardous work environment.	This is an online one-hour course. Contact Starr Munson, <a href="mailto:munson@bnl.gov">munson@bnl.gov</a> to register.
Salary Review Workshop for	Highly recommended for supervisors and	This two-hour workshop is

Supervisors (PE-PE122S)	managers who will conduct salary discussions with their staff. This workshop provides information on BNL's salary administration philosophy, and the skills to conduct salary review discussions.	conducted annually.
Sexual Harassment Supervisory Awareness (PE-PE108S)	Required equivalent course for managers and supervisors. This course provides participants with the definitions, issues and clarifies their responsibility in handling sexual harassment complaints. Topics include BNL Policy and the preventive action managers and supervisors can take to deter sexual harassment.	This two-hour seminar is an equivalent course for PE-PE108SI - What Supervisors Need to Know about Sexual Harassment.
<a href="#">GE-02 - Administrator Manager</a> <a href="#">GE-03 - Supervisor</a> <a href="#">GE-16A - Level I Manager</a> <a href="#">GE-16B - Level 2 Manager</a> <a href="#">GE-16C - Level 3 Manager</a>		
What Supervisors Need to Know about Sexual Harassment (PE-PE108SI)	Required for managers and supervisors, this mandatory one-hour web-based training program is offered to satisfy the requirements of both Title VII and BNL Policy for mandatory supervisory education on the subject of Sexual Harassment.	Contact Starr Munson, <a href="mailto:munson@bnl.gov">munson@bnl.gov</a> to register.

## Professional Development

Click [here](#) for schedule of classes.

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Authentic Power Part I	Recommended for those who wish to take charge of their life and career by learning how to eliminate power struggles through the power of conscious choice.	This one-day course is presented by an outside vendor.
Authentic Power Part II (PE-PE169)	Though discussion, case studies, and exercises, this follow-up workshop is designed to reinforce concepts learned in Part I.	This half-day course is presented by an outside vendor.
Business Communications (PE-PE115)	Recommended for those who write letters, memos and reports. Participants learn to produce clear, concise written communications using job-related assignments.	This two-day course is presented by an outside vendor.
Coaching and Counseling for Anyone (PE-PE174)	Recommended for those employees who supervise or may supervise in the future. The course will address the growing phenomenon in the American workplace that supervisors and managers are lacking the interpersonal skills necessary to optimize their full potential.	This one-day course is conducted by an outside consultant.
Creativity and Innovation (PE179)	Recommended for all employees. This high-energy, interactive,	This one-day course is conducted by an outside

	educational, business-relevant presentation provides participants the understanding, inspiration, and practical methods to awaken their true creative and innovation powers.	consultant.
Communications for a Better Work Environment (PE-PE-151)	Recommended for all employees. The course is designed to explore communication and conflict management techniques that will enhance collaboration in the workplace.	This half-day course is conducted by an outside consultant.
Communicating with Email (PE-PE153)	Recommended for all employees. The course covers BNL policy, etiquette, and how to get your message across.	This course consists of one-half day session.
Conflict Management (PE-PE141S)	Recommended for supervisors and managers who have had a basic communication course such as PE-PE102S - Interpersonal Managing Skills or PE-PE102T Team Interpersonal Skills. The course is designed to explore, develop, and practice conflict management techniques.	This one-day course is conducted by an outside consultant.
Effective Facilitator (PE-PE116)	Recommended for those responsible for facilitating focus groups, quality workshops and team meetings. Participants learn to increase their effectiveness as both meeting leaders and contributors.	This two-day course is presented by an outside consultant.
Effective Presentations for Technical Professionals (PE-PE114)	Recommended for scientific and professional staff who make oral presentations. Participants determine objectives, organize presentations with the audience in mind and make videotaped presentations.	This two-day course is conducted by an outside consultant.
The Effective Presenter: Communicating with Confidence and Credibility (PE-PE137)	Recommended for individuals who will be representing BNL to the community. Participants will learn to create rapport with their audiences; manage stage fright; stay centered, in control and respectful.	This one-day course is conducted by an outside consultant.
Emotional Intelligence (PE-PE158)	Recommended for those who want to develop their emotional intelligence (EI). EI is the ability to regulate your impulse, empathize with others, and effectively get things done in challenging times.	This one-day course is presented by an outside consultant.
Employee Performance Goal Planning (PE-PE134)	Recommended for exempt employees who participate in the performance goal planning process with their supervisors.	This course is a two-hour overview.
Exceptional Customer Service (PE-PE123)	Recommended for service groups at BNL who work with internal and/or external customers. Participants learn to break the understanding barrier and must develop an action plan to improve customer communications.	This one-day course is presented by an outside consultant.
Facilitating Problem Solving	Recommended for all employees. The	This one-day course is

(PE-PE131)	course will teach you that the key is organization.	presented by an outside consultant.
How to Manage Projects and Meet Deadlines (PE-PE176)	Recommended for employees to help keep files and records organized. Topics include: types of files and uses of each, how to conduct an audit, records management, the document life cycle, and the hierarchical system of electronic storage and retrieval.	This one-day course is presented by an outside consultant.
Interpersonal Communication Skills (PE-PE147)	Recommended for employees to help develop good working relationships. Participants will learn how to: communicate effectively with those whose styles differ from their own, build more productive relationships with their managers, develop action strategies for building stronger work relationships, and resolve conflict.	This one-day course is presented by an outside consultant.
Learning to Control Stress (PE-PE172)	Recommended for all employees. This course will look at the causes of excessive stress, which signs can tell you if you or someone you know is under too much pressure, and how these things negatively affect you.	This one-day course is presented by an outside consultant.
Managing Communication (PE-PE127)	Recommended for all employees to develop and practice specific communication and conflict management techniques.	This one-day course is presented by an outside consultant.
Managing Diversity Through Communication (PE-PE117)	Recommended for all employees. The course will teach you that the key is organization	This one-day course is presented by an outside consultant.
Memory Enhancement (PE178)	Recommended for all employees. This high energy, technique-driven presentation teaches the why's and how's of memory enhancement.	This one-day course is conducted by an outside consultant.
On-the-Job Training (TQ-OJT1) (Initial train)	Recommended for those who present on-the-job training.	Web course available <a href="#">here</a> .
Meeting the Challenge of Administrative Leadership (PE-PE152)	Recommended for experienced administrative staff. The course will help participants assess their readiness to assume leadership roles, learn about leadership styles, etc.	This two-day course is conducted by an outside consultant.
Multi-Tasking in a Time Challenged World (PE-PE175)	Recommended for all employees. The course will examine how to get more done at work and in life, in far easier and far more successful ways.	This one-day course is conducted by an outside consultant.
Positive Personal Change (PE-PE173)	Recommended for all employees. The course examines the reasons people develop negative attitudes and how they often spread that negativity to all around the room.	This one-day course is conducted by an outside consultant.
Power Presentation (PE-PE159)	Recommended for those employees who want to learn the techniques and secrets of the world-class presenters. The	This two-day course is conducted by an outside consultant.

	program has two distinct features: Teaching and Practice.	
Preventing Discriminatory Harassment (PE-PE135)	Recommended for employees and their supervisors. This course will enable participants to recognize and properly respond to situations, which may be considered employee harassment.	This is a three-hour video/ discussion course presented by the Diversity Manager.
Religious Diversity in Workplace (PE-PE155)	Recommended for all employees. In today's workplace, there are growing concerns about potential religious discrimination manifested through acts of intimidation, sarcasm, exclusion, harassment, verbal, and physical assaults.	This three-hour course is presented by the Diversity Manager.
Risk Communication (PE-PE130)	Recommended for scientific and professional staff members who represent BNL at public meetings. Topics include the components of public meetings, key community concerns, key risk communication messages and guidelines.	This two-day course is conducted by an outside consultant.
Sexual Harassment Awareness (PE-PE108)	Strongly recommended for all employees. This course includes the definitions of sex discrimination, sexual harassment, an overview of BNL Policy and how to deter sexual harassment.	This one-hour video/discussion course is presented by the Diversity Office.
Substance Abuse in the Workplace (PE-PE105)	Required for all employees, this mandatory course provides education on the dangers of substance abuse, BNL Policy and the support services available.	This 30-minute video/discussion course is presented by the Employee Assistance Program Office.
Team Interpersonal Skills (PE-PE102T)	Recommended for team members to enhance their ability to gain commitment and the cooperation of others. Participants learn to increase their understanding of the contributions and concerns of others and how to resolve team conflicts.	This one-day course uses video examples and tailored case studies.
Technical Writing (PE-PE110)	Recommended for scientific and professional staff who write and edit technical papers and reports. This course provides an overview of the technical writing process through classroom instruction and exercises.	This one-day course is followed by an individual counseling session and is conducted by an outside consultant.
Technical Writing for English as a Second Language Students (PE-PE110E)	Recommended for scientific and professional staff who have English as a second language, this course is similar to the Technical Writing course with emphasis on those areas that cause greatest difficulty in ESL students.	This two-day course is presented by an outside consultant.
Time Management (PE-PE112)	Recommended for professional staff who have multiple, concurrent projects of two or three month's duration and whose work requires time management planning tools beyond the daily "to do list". Participants learn to set goals and	This one-day course is presented by and outside consultant.

	manage time according to pre-set goals.	
Writing Effective Procedures (PE-PE111)	Recommended for scientific and professional staff who write and revise instructional procedures. Participants learn procedural prose and different formatting techniques for presentation. The course provides both classroom instruction and individual counseling.	This two-day course is presented by an outside consultant.

## Computer Software Courses

Click [here](#) for schedule of classes.

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION
Database: Microsoft Access	Recommended for those who create and/or maintain databases.
Design: Microsoft Front Page	Recommended for all who create and/or maintain web sites.
Presentation: Microsoft PowerPoint	Recommended for those who create and/or give presentations.
Project Management: Microsoft Project	Recommended for those involved in the creation and/or tracking of project plans and schedules.
Spreadsheet: Microsoft Excel	Recommended for those who create spreadsheet documents.
Word Processing: Microsoft Word	Recommended for those who frequently must create and type their own documents.

## Contract Administration Courses

To request, contact the [Procurement and Property Management Office](#).

COURSE INFORMATION	TARGET AUDIENCE / REQUIREMENT INFORMATION	AVAILABILITY INFORMATION
Contracts Administration (PR-CONTRACT-SBMS) - 2 hour classroom	Technical Representatives– those responsible for monitoring a contractor's performance to ensure that the technical and schedule requirements of the contract are met as well as assisting the Contract Administrator is reviewing invoices and accepting contract deliverables. Contract Administrators– those responsible for assuring the contracting parties perform and meet their obligations and are consequently compensated in accordance with the contract. The responsibility includes, monitoring performance, receipt of deliverables, invoice review and approval as well as contract closeout. For contracts less than \$100,000 in value, Contract Administrators are generally the end user, requestor, Department Administrator or their	Course schedule available <a href="#">here</a> .

designee. For contracts of \$100,000 or more, the Contract Administrator is a Procurement and Property Division staff member.
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<a href="#">GE-25A - Tech Rep/Contract Administrator</a>
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Last update March 5, 2008  
by [M. Manning](#).